

Biweekly Employee Timesheet

Basic Information

[Company Logo]

[Company Name]

[Address 1]
 [Address 2]
 [City, State ZIP]
 [Phone]

Employee Name: _____

Supervisor Name: _____

Hourly Pay: \$0.00

Overtime Pay: \$0.00

Regular Hours: 8

Timesheet Data

Week - 1

Date	Day	Start Time	End Time	Break (Hrs)	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
	Monday				0.00	0.00		0.00
	Tuesday				0.00	0.00		0.00
	Wednesday				0.00	0.00		0.00
	Thursday				0.00	0.00		0.00
	Friday				0.00	0.00		0.00
	Saturday				0.00	0.00		0.00
	Sunday				0.00	0.00		0.00
Weekly Total					0.00	0.00		0.00

Timesheet Data

Week - 2

Date	Day	Start Time	End Time	Break (Hrs)	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
	Monday				0.00	0.00		0.00
	Tuesday				0.00	0.00		0.00
	Wednesday				0.00	0.00		0.00
	Thursday				0.00	0.00		0.00
	Friday				0.00	0.00		0.00
	Saturday				0.00	0.00		0.00
	Sunday				0.00	0.00		0.00
Weekly Total					0.00	0.00		0.00

Employee Signature

Date

Supervisor Signature

Date

Grand Total Hours:	0.00
Grand Total Overtime Hours:	0.00
Total Pay:	\$0.00
Total Overtime Pay:	\$0.00